



ISD Software Process Asset Request

Number: 580-SP-015-001

Effective Date: September 1, 2004

Expiration Date: September 1, 2009

Approved By: (signature)

Name: Joe Hennessy

Title: Chief, ISD

Responsible Office: 580/Information Systems Division (ISD)

Title: SW Process Asset Request

Asset Type: Sub-process

PAL Number: 3.5.1

Purpose

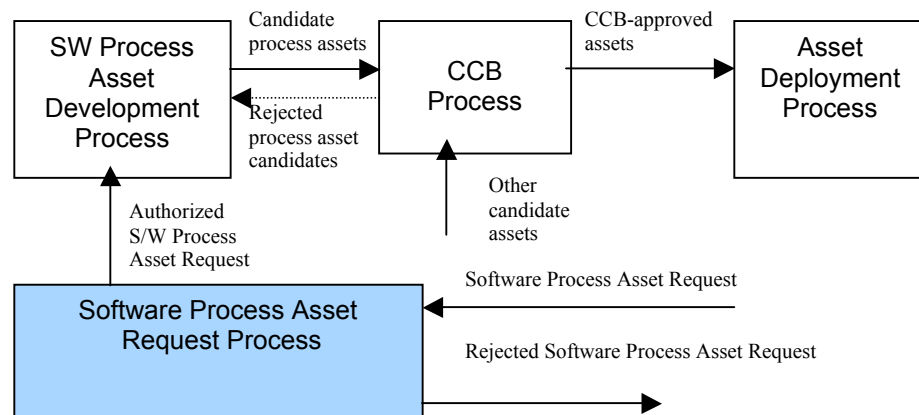
This sub-process governs the handling and approval of requests for the development or modification of ISD software process assets.

Scope

This sub-process applies to the development of new software process assets, or the modification of existing assets, for ISD projects or organizations.

Context

Diagram



Roles and Responsibilities	<p>Originator:</p> <ul style="list-style-type: none"> Submits a request for the development or modification of a software process asset. <p>ISD Process Team:</p> <ul style="list-style-type: none"> Consists of ISD representatives to the GSFC Engineering Process Group (EPG) Reviews each request for development/modification of a software process asset, and decides whether or not to authorize it. <p>EPG Lead:</p> <ul style="list-style-type: none"> Leads the ISD Process Team. Verifies the decision of the ISD Process Team regarding the request. <p>Process Assets Secretary:</p> <ul style="list-style-type: none"> Serves as a member of the ISD Process Team. Validates incoming Software Process Asset Request Forms for accuracy and completeness. Logs the decision regarding whether or not to authorize the request Provides a response to the Originator of each request.
Usage Scenarios	<p>This sub-process has one usage scenario:</p> <ul style="list-style-type: none"> The ISD Process Team receives a Software Process Asset Request Form.
Inputs	<ul style="list-style-type: none"> Process Asset Database Process Asset Library A Software Process Asset Request Form.
Entry Criteria	<ul style="list-style-type: none"> A Software Process Asset Request Form has been received
Exit Criteria	<ul style="list-style-type: none"> The Software Process Asset Request has been authorized or rejected. This decision has been verified and logged. The originator of the request has been notified of the decision.
Outputs	<ul style="list-style-type: none"> Authorized (or rejected) Software Process Asset Request A response to the originator.
Major Tasks	<p>The following major tasks are normally executed sequentially:</p> <ol style="list-style-type: none"> 1. Validate Software Process Asset Request Form. (PA Secretary) 2. Decide whether or not to authorize request. (ISD Process Team) 3. Confirm decision. (EPG Lead) 4. Document the final decision. (EPG Lead) 5. Respond to originator. (PA Secretary)

Task 1: **Validate Software Process Asset Request Form. (PA Secretary)**
The Process Assets Secretary receives each completed Software Process Asset Request Form. He or she verifies that the request form is clear and complete. If not, the Secretary contacts the originator, obtains additional information or clarification, and corrects the form. The Secretary logs this verification step in the form, and notifies the ISD Process Team that the form is ready for review.

Task 2: **Decide whether or not to authorize request. (ISD Process Team)**
The ISD Process Team reviews the Software Process Asset Request Form and determines whether or not to authorize the request. As part of this review, the Process Team searches the Process Asset Library, and verifies that the proposed new process asset does not duplicate or overlap any existing process assets. The Team documents the rationale behind their decision.

Task 3: **Confirm decision. (EPG Lead)**
The EPG Lead reviews and confirms the decision of the ISD Process Team.

Task 4: **Document the EPG Decision. (EPG Lead)**
The EPG Lead updates the Process Asset Request Form indicating the final decision for or against authorization, and supplying the supporting rationale and/or comments. If asset development or revision was approved, the EPG Lead initiates the [SW Asset Development Process](#). If the request was rejected, the EPG Lead prepares a brief explanation to be sent to the originator (see Task 6), and forwards this explanation to the PA Secretary.

Task 5: **Respond to originator. (Process Assets Secretary)**
The Process Assets Secretary advises the originator of the decision made in response to the request. If the decision is not to authorize, the Secretary sends the originator the EPG Lead's explanation for this decision

Measures Recommended Measures:

- Number of Software Process Asset Requests received each month
- Number of Software Process Asset Requests authorized each month
- Number of Software Process Asset Requests rejected each month

Tools and Templates The tools listed below are available to support this subprocess:

Tool Name	Description
Process Assets Database	Microsoft Access database for developing ISD process assets
Process Assets Library	Library is maintained at http://software.gsfc.nasa.gov/process.cfm

Training

No training identified.

References

This process is consistent with the following references.

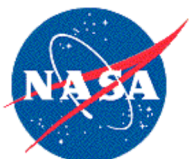
- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD processes
 - **ETVX Diagram:** Link to the ETVX diagram for this process.
 - **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process descriptions
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QMS Records

Controlled Document	Comment	Record Custodian
Approved Software Process Asset Request	This becomes a controlled document before being forwarded to the Software Asset Development Process	Process Assets Secretary

Development History	Version number	Date	Status
	0.1	1/21/2004	Initial ETVX Diagram (Process Team)
	0.2	1/22/2004	Initial draft (D. Schultz)
	0.3	2/9/2004	Incorporated team review comments (D. Schultz)
	0.4	3/26/2004	Incorporated feedback from S. Godfrey (D. Schultz)
	0.5	4/16/2004	Title of subprocess changed
	0.6	4/30/2004	Incorporated review comments
	0.7	5/21/2004	Revised process description to match May 6 revised ETVX
	0.8	6/16/04	Incorporated comments from 6/15 review
	0.9	8/04/04	Brought style into compliance with our standard template.
	1.10	9/07/04	Incorporated CCB review comments
	1.11	9/15/04	Incorporated post-CCB comments

Change History	Version number	Date	Status
	1.0	(TBS)	Initial approved version



ISD Software Process Asset Request ETVX* Diagram

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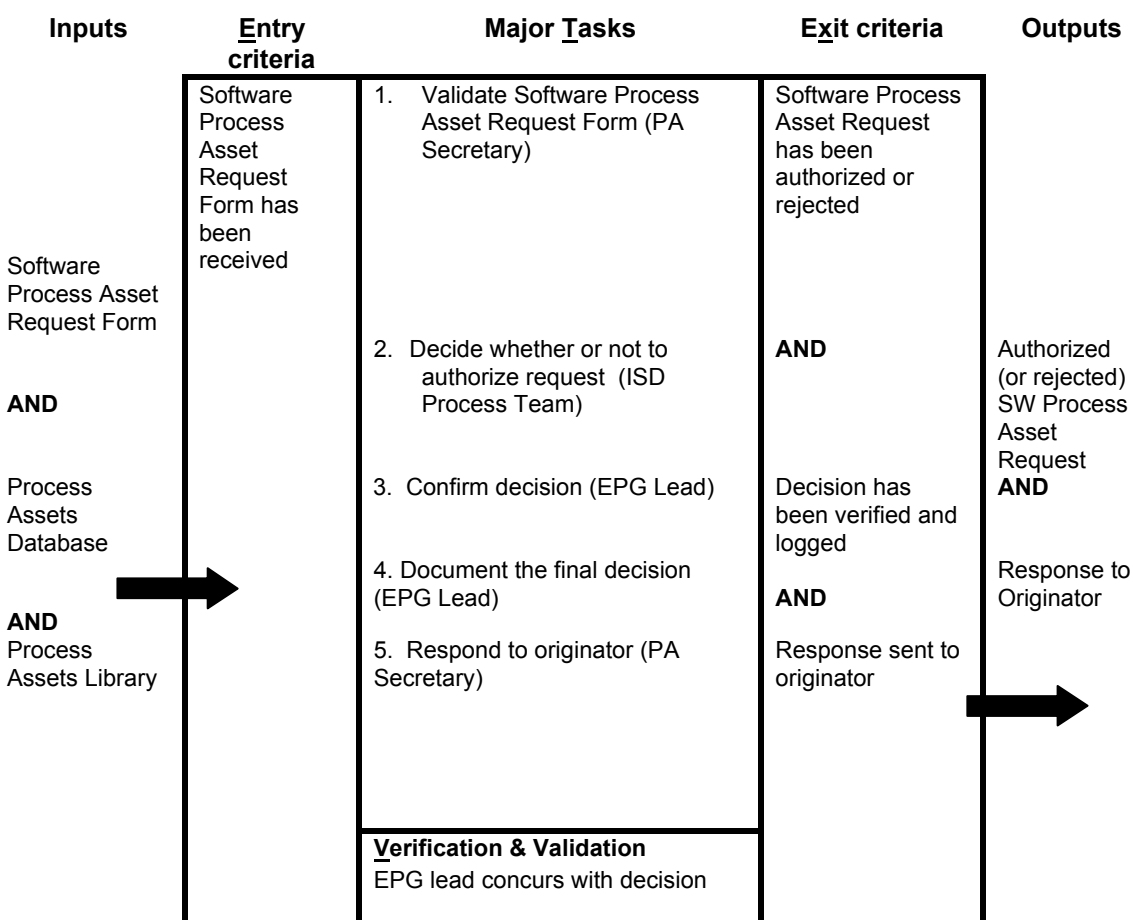
Responsible Office: 580/Information Systems Division (ISD)

Title: Software Process Asset Request

Asset Type: ETVX Diagram

PAL Number: 3.5.1

Software Process Asset Request



*ETVX stands for Entry-Task-Validation/Verification/exit

Development History

Version	Date	Change
0.1	1/21/04	Initial ETVX Diagram (D. Schultz)
0.2	4/15/04	ETVX modified to reflect initial review
0.3	4/21/04	Modified to incorporate Paul's comments
0.4	5/03/04	Modified to reflect comments from Linda on the Process Description
0.5	5/03/04	Modified to reflect comments from Mike Tilley
0.6	5/06/04	Modified in response to May 4 comments from process team
0.7	6/02/04	Incorporated review comments from Linda and group meeting
0.8	6/16/04	Incorporated comments from June 15 review
0.9	8/4/04	Brought style into compliance with our standard template
1.10	9/7/04	Incorporated CCB review comments
1.11	9/15/04	Incorporated post-CCB comments

Change History

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1.0	(TBS)	Initial approved version

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in [blue underlined](#) contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.